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***Communications and Information***

**COMPUTER SYSTEMS MANUALS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Ms. Margaret B. Frazier)  
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Certified by: HQ USAF/SCXX  
(Mr. James J. Hundley)

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This Air Force instruction (AFI) implements Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) Systems*; and prescribes the publication, printing, and distribution of Air Force computer systems manuals (AFCSM). It applies to all Air Force military and civilian personnel and Air Force contractors who develop, use, operate, or maintain Air Force computer systems. Commands will not supplement AFCSMs. The *Paperwork Reduction Act* (44 United States Code 3501 et seq.) and AFI 33-360, Volume 2, *Forms Management Program*, affect this publication. Send recommended changes or comments to Headquarters Air Force Communications Agency (HQ AFCA/ITPP), 203 West Losey Street, Room 1100, Scott AFB IL 62225-5222, through appropriate channels, using AF Form 847, **Recommendation for Change of Publication**, with an information copy to Headquarters Standard Systems Group (HQ SSG/SWCD), 201 E. Moore Drive, Building 856, Room 176, Maxwell AFB-Gunter Annex AL 36116-3005. Refer to **Attachment 1** for a glossary of references and supporting information. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision updates organizational office symbols and addresses; eliminates hard copy distribution of AFCSMs; adds new guidance for processing, printing, and distributing AFCSMs via the online Air Force e-Publishing Web site; changes publication of Air Force Index (AFIND 27), *Numerical Index of Air Force Computer Systems Manuals*, from annually to biennially; makes the old paragraph 3 a subparagraph of paragraph 2; and adds a new paragraph 3, "Information Collections, Records, and Forms." A (I) preceding the publication title indicates a major revision from the previous edition.

## Report Documentation Page

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**1. Air Force Computer Systems Manuals .** AFCSMs are specialized publications as prescribed in AFI 33-360, Volume 1, *Publications Management Program*. They are manuals that either SSG, major commands (MAJCOM), or agencies develop which provide specific procedures on how to operate or maintain a centrally procured automated system that supports any functional community, i.e., Core Automated Maintenance System (CAMS), Personnel Concept-III (PC-III), Reliability and Maintainability Information System (REMIS), etc.

**2. Responsibilities .**

**2.1. Headquarters United States Air Force (HQ USAF/SCXX):**

2.1.1. Is responsible to HQ USAF/SC for oversight of all Air Force communications and information publications.

2.1.2. Delegates to HQ SSG the authority to oversee AFCSMs that deal with the implementation, operations, and maintenance of computer systems.

**2.2. HQ SSG will:**

2.2.1. Exercise functional control over all AFCSMs that deal with the implementation, operations, and maintenance of computer systems.

2.2.2. Act as the certification and approval authority for all AFCSMs that it publishes. The publications will reflect the current authentication element of HQ USAF/SC.

2.2.3. Determine the method of identifying and numbering AFCSMs and develop, coordinate, and ensure their publication is completed. AFCSMs will use the appropriate functional series numbers found in AFI 33-360, Volume 1.

2.2.4. Prepare and send announcements of new or revised publications indexed in AFIND 27 to the Air Force Departmental Publishing Office (AFDPO/PPP), 200 McChord Street, Box 94, Bolling AFB DC 20332-1111, for posting to the Product Announcements section of the Air Force e-Publishing Web site (<http://afpubs.hq.af.mil>).

2.2.5. Make sure all AFCSMs it develops use the standard format for AFMANs prescribed in AFI 33-360, Volume 1.

2.2.6. Publish AFIND 27 at least biennially.

2.2.7. Develop AFCSMs according to AFI 33-360, Volume 1 and establish, maintain, and dispose of record sets as required by AFI 33-360, Volume 1 and AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4), for the manuals it publishes.

2.2.8. Process, print, and distribute AFCSMs following the guidance outlined in the online Air Force e-Publishing Web site (<http://afpubs.hq.af.mil>).

2.2.9. Provide series and sequence numbers to MAJCOMs and agencies for AFCSMs not published by HQ SSG.

**2.3. MAJCOMs and Agencies that Develop AFCSMs will:**

2.3.1. As soon as the functional description is developed for an AFCSM, contact HQ SSG/SWE, 201 E. Moore Drive, Maxwell AFB, Gunter Annex AL 36114-3004 for assignment of the functional series, sequence number, and title.

2.3.2. Provide HQ SSG with information necessary to prepare an announcement of new or revised publications for inclusion in the Air Force Product Announcements by AFDPO/PPP.

2.3.3. Certify and approve their AFCSMs for publication. Certifying officials must be one organizational level higher than the office of primary responsibility (OPR) and approving officials a minimum of two levels higher (i.e., if OPR is at branch level, the certifying official must be division level and approver must be at the directorate level). The publications will reflect the current authentication element of HQ USAF/SC.

2.3.4. Publish their AFCSMs.

### **3. Information Collections, Records, and Forms .**

3.1. Information Collection. No information collections are created by this publication.

3.2. Records. Record sets of AFCSMs are specialized publications that require retirement according to AFMAN 37-139 (will convert to AFMAN 33-322, Volume 4).

3.3. Forms (Adopted and Prescribed).

3.3.1. Adopted Forms. AF Form 847, **Recommendation for Change of Publication**.

3.3.2. Prescribed Forms. No forms are prescribed by this publication.

JOHN L. WOODWARD, JR., Lt Gen, USAF  
DCS/Communications and Information

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*Paperwork Reduction Act (44 United States Code 3501 et seq.)*

*AFPD 33-1, Command, Control, Communications, and Computer (C4) Systems*

*AFI 33-360, Volume 1, Publications Management Program*

*AFI 33-360, Volume 2, Forms Management Program*

*AFMAN 37-139, Records Disposition Schedule (will convert to AFMAN 33-322, Volume 4)*

*AFIND 27, Numerical Index of Air Force Computer Systems Manuals*

***Abbreviations and Acronyms***

**AFCSM**—Air Force Computer Systems Manual

**AFI**—Air Force Instruction

**AFIND**—Air Force Index

**AFMAN**—Air Force Manual

**AFDPO**—Air Force Departmental Publishing Office

**AFPD**—Air Force Policy Directive

**CAMS**—Core Automated Maintenance System

**HQ AFCA**—Headquarters Air Force Communications Agency

**HQ SSG**—Headquarters Standard Systems Group

**HQ USAF**—Headquarters United States Air Force

**MAJCOM**—Major Command

**OPR**—Office of Primary Responsibility

**PC-III**—Personnel Concept III

**REMIS**—Reliability and Maintainability Information System